

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:351-591**

### Quotations are Due By:

(Eastern Time)10:00 AM on 01/30/2009

Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

**TITLE:** US Army Casework Guide 111th Congress

**QUANTITY:** 2635 copies PLUS 13 QARC's

\*\*\*\*\*SUBMIT FAX QUOTES TO: (202) 512-1612\*\*\*\*\*

**TRIM SIZE:** 8-1/2 x 11", bind on the 11" dimension.

**PAGES:** 152 page publication with separate wraparound cover, perfect-bound.

### SCHEDULE:

Furnished Material will be available for pickup by 01/30/2009

Deliver complete (to arrive at destination) by 02/17/2009

F.O.B. destination

**QUALITY LEVEL:** 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### DESCRIPTION:

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:** All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of zero milestone, Washington, DC.

Covers 1 thru 4 and spine print with type/line and illustration matter (full coverage on covers 1, 4 & spine, uncommon bleeds on all sides) in 4-Color Process with some type matter reversing out to appear white (trapping required). Covers 1, 4 & spine background must be composed of 40% Cyan, 20% Magenta and 100% Black for a "Rick Black" appearance. Cover 2 has a 8-1/2 x 1" solid with reverse type in white, reverse type in yellow and the army logo that bleeds front, bottom and to the spine. After printing, apply a clear gloss aqueous coating over the entire surface of covers 1, 4 & spine to prevent scratching and smearing.

Text is circle folioed 1 thru 152 and prints with type/line matter, tints and solids in Black ink, except circle folio page 99 is 4-color process, no blank pages. Circle folio pages 8, 10, 24, 28, 36, 38, 40, 50, 52, 54, 58, 62, 64, 66, 76, 84, 86, 88, 94, 106, 116, 124, 126, 136, 138, 140 & 144 contain bleed tabs (tabs must bleed to edge of page and align with bleed tabs on cover 4). NOTE: Circle folio page 66 has (2) two bleed tabs on one page.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued

September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

NOTE: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512 1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. .

Two CD-ROM disk generated on IBM compatible XP-Pro using Adobe InDesign CS3, Adobe Illustrator CS3, Adobe PhotoShop CS3 and Adobe Acrobat Professional 8.0 in Native, PostScript and PDF application formats. Fonts are furnished. One set full-color visual under size to be used as general guide and one set of full size B/W laser printout of the text pages to be used as a general guide.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Publications running sheet.

A sample sheet of the shipping label.

GPO Form 952 Desktop Publishing - Disk Information.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* A262, No. 2 Coated Text, Dull-Finish, White, Basis Size 25 X 38" Basis Weight 70 lbs.  
COVER - JCP Code\* L62, White No. 2 Coated Cover, Dull-Finish, White, Basis Size 20 X 26" Basis Weight 100 lbs.

All text paper used in each copy must be of a uniform shade.

**COLOR OF INK:**

"See Description herein"

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper margins; covers 1, 4 and spine bleed. Covers 2 and 3 have adequate gripper margins. Text has adequate gripper margins, except for the tab pages.

Contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

**PROOFS:**

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for covers 1 thru 4 & spine plus circle folio page 99. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

One set of Digital color content proofs for entire text. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Send proofs together with the furnished media (copy, transparencies, electronic files) to the U.S. Government Printing Office, Contract Compliance Section, Stop: PPSC, Room C811, 27 G Street, NW, Washington, DC 20401. Contractor must fill in the furnished preaddressed label (GPO Form 892) and use on all proof packages. Proofs will be withheld not more than 2 workdays from receipt in GPO until they are made available for pickup by the contractor. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

**BINDING:**

Perfect Bind on 11 inch side.

Trim 3 sides.

Paper Covers: Wrap around. Trim flush, Glued on, Grain must run parallel to spine.

Score cover on bind folds plus hinge score covers 1 and 4 along entire 11" dimension 1/4" from bind.

**PACKING:**

Pack suitably per shipping container.

**DISTRIBUTION:**

Deliver 2,500 copies (includes 50 Departmental Random Blue Label Copies) to: Dept of Army, Office of the Chief of Legislative Liaison, 1600 Army Pentagon, Rm. 1E423, Washington, DC 20310-1600. Attn: Kim Clausen, 703-697-3394. NOTE: Call Kimberly Clausen 48 hours prior to delivery to arrange for clearance to the Pentagon.

Note for "Blue Label Copies": A copy of the Government-furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

Deliver 10 copies and all furnished material to: Army Publishing Directorate, 2461 Eisenhower Avenue, Hoffman Bldg 1, Rm. 1020, Attn: Jamie Scordellis (703-428-0179), Alexandria, VA 22331.

Deliver 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Deliver 110 copies marked "Depository Copies, Item 0325-B" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

**QUALITY ASSURANCE STANDARDS:** The following standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

**ATTRIBUTESpecified Standard**

P-7. Type Quality and UniformityOK Press Sheets

P-10. Process Color MatchOK Press Sheets

**Special Instructions:** In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. OK'd proof/Furnished electronic media

P-10. OK proofs

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."